Government of
Saskatchewan

Annual Report
1990-91

Saskatchewan
Human Resources, Labour
and Employment

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Human Resources, Labour and Employment

Published by Authority of
The Honourable Robert W. Mitchell
Minister of Human Resources, Labour
and Employment

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Letter of Transmittal

The Honourable Sylvia Fedoruk
Lieutenant Governor
Province of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Department of Human Resources, Labour and Employment for the fiscal year ending March 31, 1991.

Robert W. Mitchell
Minister of Human Resources,
Labour and Employment

The Honourable Robert W. Mitchell
Minister of Human Resources,
Labour and Employment

Dear Sir:

I have the honour of submitting the Annual Report of the Department of Human Resources, Labour and Employment for the year ending March 31, 1991.

Respectfully submitted

Gerry Meier
Deputy Minister

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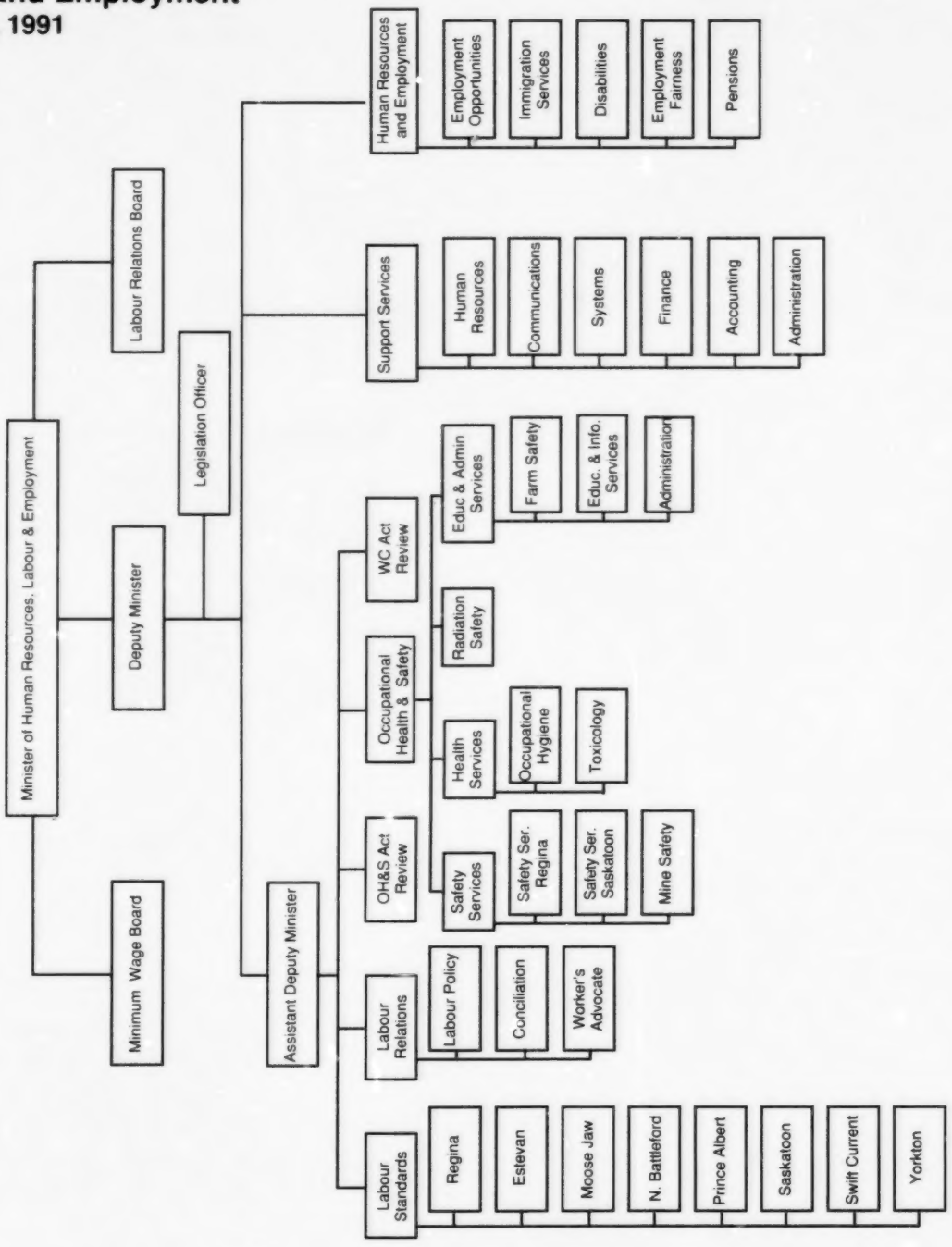
Organization Chart

Saskatchewan Human Resources, Labour and Employment

March 31, 1991



Summary of Saskatchewan Human Resources, Labour and Employment Activities

Labour Standards Branch

During the year under review, the Labour Standards Branch received 3,833 complaints and assessed $2.193 million in additional wages on behalf of employees. The branch filed 195 certificates in the Court of Queen's Bench, and held 23 third party hearings to enforce *The Labour Standards Act*.

Labour Relations Branch

Labour relations officers provided conciliation services in 26 cases, involving a total of 2,416 employees. Officers also acted as mediators in 19 grievance disputes, helping to resolve 11 grievances. The Office of the Worker's Advocate handled 215 new claims and re-opened another 50 files. The branch issued several publications during 1990-91, including: *The Saskatchewan Labour Report; Non-wage Provisions in Saskatchewan Collective Agreements, 1990;* and *Wages and Working Conditions by Occupation, 1990.*

Occupational Health and Safety Branch

Inspections of 4,141 workplaces were conducted and notices of contravention written requiring the correction of 4,066 contraventions; 22 prosecutions were initiated; 221 workplace surveys were undertaken and 710 samples were processed in the laboratory.

Courses and seminars were presented to over 19,000 participants including employers, employees and school children.

A total of 165 new occupational health committees were established across the province.

Support Services Branch

The branch provided services to the Department of Human Resources, Labour and Employment, the Women's Secretariat, and the Indian and Metis Affairs Secretariat in human resource management and development, communications, financial planning, accounting, administrative services, and computer technology.

Employment Opportunities Branch

The branch did an extensive analysis of the federal government's Labour Force Development Strategy in preparation for the negotiation of a Canada-Saskatchewan Labour Force Development Agreement. The branch also delivered the Opportunities '90 Summer Employment Program, providing $2.1 million to help create more than 2,300 student jobs.

Immigration Services Unit

The Immigration Services Unit was transferred to the department effective January 1, 1991. During 1990-91, the unit commenced negotiations for a revised federal/provincial immigration agreement to maximize the benefits of immigration to Saskatchewan. Funding of $94,000 was provided to recognized non-governmental agencies, which provide settlement services to recent immigrants to adjust and become full participants in their communities.

Disabilities Directorate

The Disabilities Directorate, established in 1989, continued to work with public interest groups, individuals, and government departments and agencies to promote full independence and integration of all persons with disabilities in their communities and government departments.

The Disabilities Directorate also maintained responsibility for coordinating government programs and policies which affect persons with disabilities, and for providing administrative and research support to the Premier's Disabled Persons Advisory Committee.

The Disabilities Directorate operates as a window into government for persons with disabilities, their families and the organizations which serve them.

Employment Fairness Unit

The government, in consultation with unions, voluntary groups and interested parties, developed a strategy to include persons with mental disabilities as part of the disabled target group.

The strategy included a revision of the workforce survey form, which permits employees to self-identify as target group members. The revised survey form, which clarifies the term "disability" for self declaration purposes, was distributed to departments for implementation.

To encourage target group members to apply for jobs in the public service, job advertisements included a statement regarding the government's commitment to employment fairness.

The government's long-term goals for employment fairness targets were prepared and submitted to the Saskatchewan Human Rights Commission, as a term and condition of approval of the employment fairness plans.

Pension Benefits Branch

During the 1990-91 fiscal year, there were 14 new pension plans registered, 178 amendments approved, 449 annual information returns received and 57 plans wound up.

The Pension Benefits Branch maintains an arrangement with Statistics Canada for the compilation of pension plan statistics. The most recent statistics show there were 162,120 Saskatchewan employees participating in pension plans registered and monitored by other jurisdictions under reciprocal agreements. The data also include members of public employee pension plans, which are not subject to The Pension Benefits Act.

Labour Standards Branch

The Labour Standards Branch enforces and promotes provincial minimum employment standards established under *The Labour Standards Act*. Officers of the branch investigate complaints laid by employees and attempt to collect any wages found owing from employers.

The branch informs employers and employees of their statutory obligations and rights by responding to telephone inquiries and circulating informational pamphlets. Officers also address educational and training institutions, community groups and other associations to explain and promote adherence to the legislation.

New Legislation

No legislation was enacted during the period under review.

Regulations

The Minimum Wage Board Order, 1989 (Chapter L-1 Reg.3 of the Revised Regulations of Saskatchewan as amended by Sask. Reg 19/90) raised the minimum wage to $5.00/hour effective July 1, 1990.

Application

The Labour Standards Act applies to all employees working in the province, with the following exceptions: agricultural workers, persons employed in undertakings employing only members of the employer's family and all employees under federal jurisdiction. The federal jurisdiction includes all persons employed in broadcasting, air transport, banking, grain elevators, feed mills, uranium mining, and inter-provincial and international transport and communication systems.

Domestic workers and employees in sheltered workshops are entitled to limited protection under the Act.

General Provisions

Hours of Work

Employees are entitled to overtime pay at the rate of time and one-half after eight hours in a day and forty hours in a week.

Overtime is voluntary after 44 hours in a week, except in emergency circumstances.

Managers, professional practitioners and road construction workers are just some of the groups excluded from these provisions.

Minimum Wage

The minimum wage is $5.00 per hour, effective July 1, 1990.

Employees are entitled to a minimum payment of $15.00 on each occasion they report for duty.

Annual Holidays

Employees with one year of service are entitled to three weeks' annual holidays plus three fifty-seconds (3/52nds) of gross earnings as annual holiday pay.

Employees are entitled to four weeks' annual holidays plus four fifty-seconds (4/52nds) of gross earnings as annual holiday pay after 10 years of service.

Public Holidays

Legislated public holidays in Saskatchewan include New Year's Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Employees are entitled to their regular wages for these holidays.

Employees who work on public holidays must be paid time and one half for hours worked, in addition to their regular wages.

Payment of Wages

Employers must pay wages within six days following the end of the pay period and 14 days following an employee's termination.

Notice of Termination

Employers must provide one to eight weeks' written notice of termination to an employee, depending on the employee's length of service.

Maternity and Other Leaves

Employees with 12 months of continuous employment are entitled to unpaid maternity leave of up to 18 weeks, or unpaid adoption or paternity leave of up to six weeks.

Employees with three months of continuous employment are entitled to five days of unpaid bereavement leave.

Equal Pay

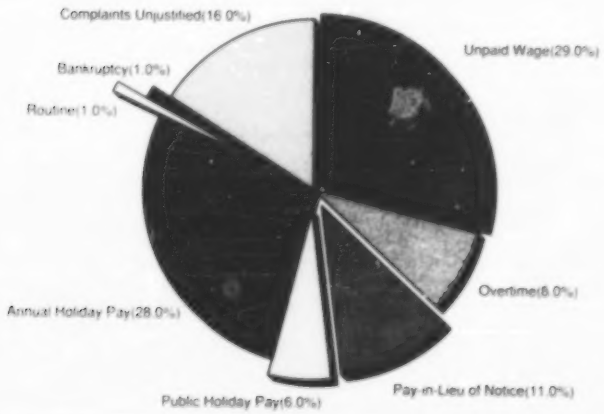
Male and female employees who work in the same establishment are entitled to equal rates of pay for performing work requiring similar skill, effort and responsibility.

Table 1
Labour Standards Branch Activity Summary

	1990-91	1989-90	1988-89	1987-88	1986-87
Complaints Received	3,833	3,107	2,946	3,120	3,047
Wages Assessed for Employees ($thousands)	2,193	1,715	1,436	1,656	1,631
Third Party Demands Issued	328	361	304	271	307
Certificates Filed	195	202	171	190	204
Prosecutions Commenced	1	0	2	7	20

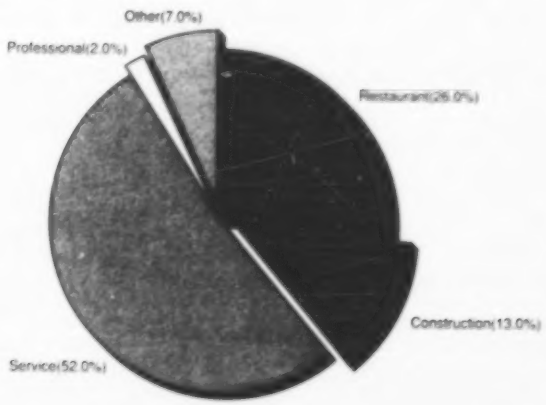
Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Figure 1
Percentage of Complaints, by Section of *The Labour Standards Act*
1990-91



Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Figure 2
Percentage of Complaints, by Sector
1990-91



Source: Saskatchewan Human Resources, Labour and Employment, Labour Standards Branch files.

Labour Relations Branch

The components of the Labour Relations Branch are:

- Labour Policy and Research;
- Conciliation Services; and
- Office of the Worker's Advocate.

Labour Policy and Research

This unit provides advisory services and research expertise on legislative initiatives and in the establishment of the department's position on a wide variety of issues. Information on Saskatchewan's labour market and working conditions is collected, analyzed and published. Research support services are provided to other branches of the department. A variety of functions are co-ordinated for the department.

Collective Agreements

A collective bargaining data bank is maintained. The data are analyzed, compiled and distributed to other government agencies and the public, and are used for planning purposes within the department. A library of Saskatchewan collective agreements is maintained for use by the public. Statistical reports are produced on such topics as labour union membership and work stoppages.

Information on a variety of collective bargaining subjects is constantly requested, and computer programs have been designed to permit analysis of the numerous agreement provisions. During the year, information was generated on particular occupational wage rates, pay package rates and fringe benefits.

The study of *Non-wage Provisions in Saskatchewan Collective Agreements* is published annually. A sample of 150 agreements covering 17,215 employees was analyzed in the 1990 study.

Table 2
Work Stoppages,*
Number of Workers Involved and Worker-days Lost, 1986-90

Year	Number of work stoppages	Number of workers involved	Number of worker-days lost	Number of worker-days lost per non-agricultural paid worker
1986	15	8,307	131,249	0.39
1987	7	4,502	26,317	0.08
1988	17	7,150	66,595	0.19
1989	8	1,728	20,299	0.06
1990	15	4,016	25,331	0.08

**Does not include work stoppages under federal jurisdiction.*
Source: Saskatchewan Human Resources, Labour and Employment files and Statistics Canada, Labour Force, 71-001.

Figure 3
Number of Work Stoppages, 1986-90

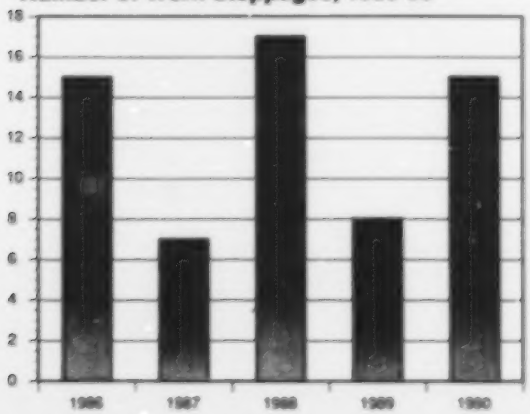
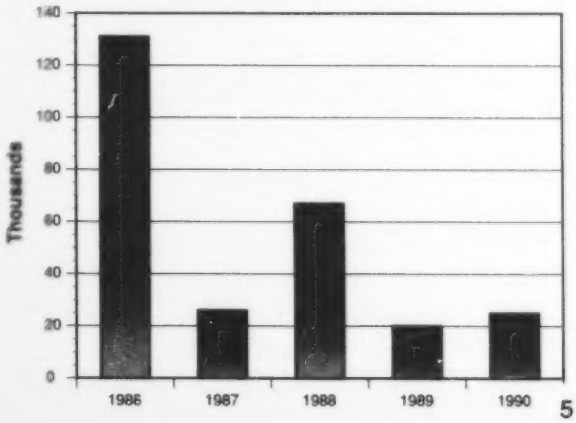


Figure 4
Number of Worker-days Lost, 1986-90



Labour Market During 1990

During the calendar year 1990, Saskatchewan had the second lowest unemployment rate in Canada at 7.0 per cent. The unemployment rate for Canada was 8.1 per cent. Compared to 1989, Saskatchewan's labour force rose by 1,000 to 483,000, employment increased by 3,000 on average, and the average level of unemployment decreased by 2,000.

Work Stoppages During 1990

During the calendar year 1990, there were 15 work stoppages in Saskatchewan, involving 4,016 employees and resulting in lost time of 25,331 worker-days.

Table 2 shows the number of work stoppages that have occurred in Saskatchewan since 1986, according to number of workers involved and worker-days lost.

Branch Publications

Saskatchewan Labour Report: Published quarterly, it provides an overview of the labour market and conditions of work in the province. Written decisions of the Saskatchewan Labour Relations Board are also included.

Wages and Working Conditions by Occupation: Published biennially in even years.

Non-wage Provisions in Saskatchewan Collective Agreements: Published annually.

Conciliation Services

Labour relations officers provide a voluntary conciliation service to assist employers and unions in resolving disputes arising out of the collective bargaining process, with a view to minimizing conflict and work disruption.

This service is offered to labour and management upon the request of either or both parties involved in a labour dispute.

Disputes may arise during negotiations for first collective agreements or during the renewal of existing collective agreements. In disputes resulting in a work stoppage, where conciliation has not been requested, the office may approach the parties with a view to resolving the dispute.

Conciliation Proceedings During 1990-91

As indicated in Table 3, labour relations officers were called upon to provide conciliation services in 26 cases during 1990-91, involving a total of 2,416 employees. Two of these cases were carried over from the previous year.

Grievance Mediation Services During 1990-91

Labour relations officers acted as mediators in 19 grievance disputes during the fiscal year, helping to resolve 11 grievances.

Table 3
Conciliation Summary, by Industry, 1990-91

Industry	Conciliations	Employees involved
All industries	26	2,416
Construction	-	-
Education	7	1,083
Finance and Business Services	-	-
Food and Accommodation	3	106
Government Services	2	21
Health and Social Services	4	207
Manufacturing	5	264
Mining	-	-
Transportation	-	-
Utilities	1	19
Wholesale and Retail Trade	4	716

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Office of the Worker's Advocate

The Office of the Worker's Advocate provides assistance and advice to injured workers and their dependants who have difficult claims before the Saskatchewan Workers' Compensation Board. The advocates are employees of the department and are independent of the Workers' Compensation Board. They have access to all board files, records and other information relating to the claim under investigation.

Assisting Workers

Claimants are referred to the office through a variety of means, including:

- legal assistance clinics;
- private law firms;
- doctors;
- the Provincial Ombudsman;
- the Worker's Compensation Board;
- unions;
- Members of the Legislature; and
- word-of-mouth.

Upon receiving a request for assistance, the advocate conducts an investigation and advises the worker or dependant on the possible course of action to be taken. The advocate may appeal a claim on an injured worker's behalf, and provide representation at meetings between the claimant and the various levels of the Workers' Compensation Board. The advocates may decline to provide assistance if it is apparent there are no grounds to appeal the decision of the Board.

Public Relations and Education

The Office of the Worker's Advocate responds to requests for speaking engagements and conducts educational programs. Emphasis is placed on education and information, in an effort to assist workers, their dependants or their union representative in filing or appealing claims.

Claims

Files in the Office of the Worker's Advocate are opened under the name of the injured worker. Once a file has been closed, it may be re-opened if new information is presented which provides grounds to appeal a previous decision of the Workers' Compensation Board. Advocates may also re-open a file if there are new developments on a previous claim.

During 1990-91, 215 new claims were addressed and 50 closed files were re-opened.

A summary of the claims handled by the Office of the Worker's Advocate during the period under review is shown in Tables 4 and 5.

Table 4
Claims Processed by the Office of the Worker's Advocate, 1990-91

Claims	Number
Total Claims	488
New Claims	215
Claims carried over from 1989-90 fiscal year	223
Files re-opened	50
Claims Closed	283
Claims remaining open on March 31, 1991	205

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Table 5
Claims Processed by the Office of the Worker's Advocate, by Disposition, 1990-91

Disposition	Number
Information provided (inquiry)	665
Appeal to Appeals Committee	65
Appeal to members of Workers' Compensation Board	84
Appeal to the Earnings Replacement Committee	3
Appeal to claims officer	11
Appeal to Rehabilitation Department	3
Meetings with Earnings Replacement Division	4
Meetings with members of the Workers' Compensation Board	11
Request for a medical review panel	0

Source: Saskatchewan Human Resources, Labour and Employment, Labour Relations Branch files.

Occupational Health and Safety Branch

The year 1990-91 was a very active year for the branch. A major reorganization took place which saw the merging of some of the former units, resulting in increased service to our clients and less time lost to branch administration.

The branch maintained its commitment to enforce *The Occupational Health and Safety Act*, and *The Radiation Health and Safety Act* and to provide education to the public. Six staff were added to the branch and a major initiative was undertaken to improve training of both new and existing staff. Specialized training courses were held in:

- Conducting Work Site Inspections;
- Conducting Accident Investigations;
- Industrial Ergonomics Orientation; and
- Principals of Occupational Health.

Branch activity during the year increased in both inspections and training. Occupational Health and Safety promotion through awareness programs, publications and education resulted in fewer accidents and injuries. Through these activities, employers and workers became more aware of industrial safety and its importance.

Safety Services Unit

The Safety Services Unit is comprised of the former Workplace Safety Unit and Mine Safety Unit. Combining these operations has lead to increased efficiency. This unit promotes health and safety in the workplace by assisting occupational health committees, employers, workers, and self-employed persons to maintain effective occupational health and safety programs. The unit also conducts inspections to ensure compliance with *The Occupational Health and Safety Act* and associated regulations.

Inspections

During the year, occupational health officers and mine inspectors conducted 4,141 inspections and visits. A total of 2,446 notices of contravention were issued, ordering the correction of 4,066 contraventions of the act and regulations. Inspections were initiated on the basis of the risk associated with the industry as well as the accident and compliance record of the employer.

Projects

The unit conducted safety audits of companies identified by the Workers' Compensation Board as exceeding the industry assessment. These companies were encouraged to initiate formal safety programs.

Twenty-two companies in the millwork industry were inspected to evaluate health and safety conditions. Concern was for risks of physical injury from equipment and for long term health effects from exposure to wood dust, preservatives, stains and glues. Conditions were found to be generally within limits. Where limits exceeded regulatory requirements, orders were written requiring correction.

Investigations

Investigations were conducted into 72 accidents including 11 involving loss of life. There were 22 prosecutions initiated resulting in fines totalling $26,100.

Occupational Health Committees

Occupational health officers assist workers and employers to improve and strengthen the functioning of their occupational health committees.

During the year, 3,754 committee minutes were received and reviewed, and 165 new occupational health committees were established. As of March 31, 1991, there were 1,133 occupational health committees functioning in the province.

Mining

Division inspectors conducted training courses on different aspects of mine safety.

- Eight survival training sessions were held for mine rescue instructors, co-ordinators, managers, rescue personnel and mine workers.
- Fourteen in-plant inspections were made of mine rescue training, rescue equipment and training facilities.
- Mine rescue examinations were administered.
- Two courses on Safe Handling of Explosives were conducted.
- Twenty-six training courses were held to explain *The Occupational Health and Safety Act*, regulations, and *Mine Regulations* with 256 people taking part.

As a result of this training, the following certificates were issued:

- 214 blasting;
- 4 hoisting;
- 63 supervisor;
- 45 radiation;
- 26 supervisors for competency in emergency rescue; and
- 37 mine rescue and instructor.

The *Mines Regulations* require that workers in underground and open pit operations be supervised by personel who have specified qualifications, including a certificate indicating satisfactory knowledge of the laws pertaining to health and safety.

Health Services Unit

The Health Services Unit is comprised of the former Occupational Hygiene Unit and the Toxicology Unit. These units were combined to achieve organizational efficiency and to ensure a consistent focus in occupational health issues.

This unit is concerned with the identification and control of health hazards in the workplace. It collects scientific data on the workplace environment, so corrective measures will prevent ill health. It also provides advisory services on occupational health matters to occupational health committees, employers, workers, practising physicians and provincial government agencies. Requirements for engineering control measures are imposed where appropriate.

The unit made 221 workplace inspections to evaluate health risks to employers and employees. The most prevalent concerns remain exposures to workplace chemicals and the management of asbestos. There is increasing concern about the indoor air quality of offices. The unit also assists industry by providing information on control measures for work processes. It responded to 329 requests for such information.

The progress of the Workplace Hazardous Materials Information System (WHMIS) was monitored by examining 26 suppliers of controlled products, and auditing 21 employers for compliance.

The unit evaluates research findings and recommends changes in regulatory controls through regulations, guidelines, and codes of practice. The unit participated in the production of a number of guides, hazard alerts and newspaper articles.

The Health Services Unit prepared information on the health risks of 14 subjects ranging in scope from the handling of anti-neoplastic drugs in hospitals to the presence of dioxin in the pulp and paper industry.

Projects

Health risks from lead were investigated at 10 vehicle radiator repair shops and one battery breaking operation. Guidelines were prepared for employers to control risks and for physicians to monitor the health of exposed workers.

Contractors who service the oil industry were alerted to the dangers of hydrogen sulphide by publications and public displays.

Guidelines for procedures when entering confined spaces were prepared to assist municipalities in sewer maintenance.

Laboratory

The laboratory provides analytical services necessary to support branch programs and is responsible for the maintenance and calibration of field equipment. During the fiscal year, a total of 710 samples of workplace contamination and commercial products were examined to evaluate dangers in the workplace.

Radiation Safety Unit

The Radiation Safety Unit is responsible for providing medical physics services to small hospitals throughout the province, protecting the public from unnecessary radiation exposure, and enforcing *The Radiation Health and Safety Act* and regulations. The unit also assists in the enforcement of federal regulations under the Atomic Energy Control Act and the Radiation Emitting Devices Act.

Radiology Inspections and Consultative Services

Consultative and educational services are provided to users of x-ray sources to promote high standards.

X-ray inspections, consultations and investigations cover approximately 1,300 medical, chiropractic, dental and veterinary x-ray units as well as various types of non-diagnostic x-ray equipment found at universities and industrial workplaces. During the year under review, 152 formal inspections took place: 76 inspections of hospitals and medical clinics, 33 inspections of dental offices, one veterinary office, three inspections of chiropractic offices, 13 inspections of industrial users of radiation and 26 inspections of users of sources of non-ionizing radiation.

Radiation Emergencies

Staff are on 24 hour call in the event of a radiation emergency anywhere in the province. The unit also participates in training provided to members of the Emergency Measures Organization to X-Ray technologists employed in health care facilities throughout the province, and to other health care professionals undergoing training at the College of Medicine in Saskatoon.

Education and Administration Services Unit

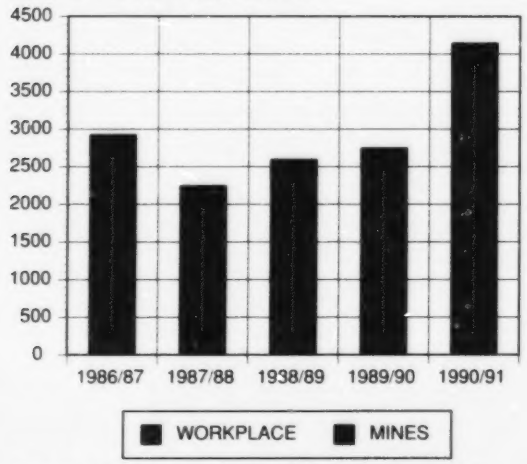
This unit develops and delivers occupational health and safety courses for occupational health committees, employers and employees including an education and extension program to promote health and safety in agriculture. The unit also produces and distributes branch publications, maintains a library of safety videos for loan, manages the departmental library and provides administrative support services to all branch staff.

During the year, unit staff delivered 121 occupational health and safety courses to 2,323 Saskatchewan employers and employees, produced a safety video entitled Work Safe and expanded the audio-visual library with the purchase of 64 new safety training videos. As a result of increased promotion of the audio-visual library, the number of people viewing safety videos was almost doubled in 1990-91.

Staff of the Farm Safety Program made 227 presentations to approximately 16,700 rural students and community groups in 1990-91. Combined with 50 media interviews and nine safety articles, the program has continued to focus attention on health and safety in farming.

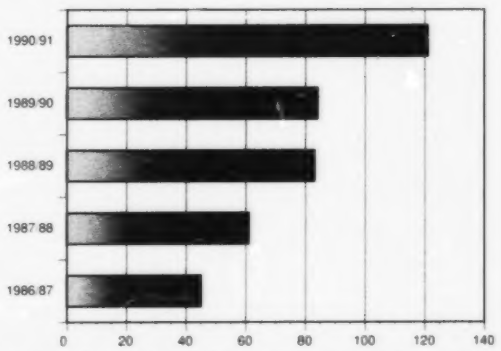
In 1991, 13 individuals died as a result of farm accidents compared to 15 in 1990.

Figure 5
Inspection Activity, 1986-91



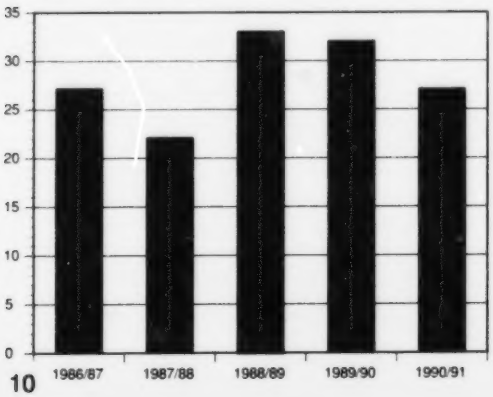
Source: Saskatchewan Human Resources, Labour and Employment, Occupational Health and Safety Branch files.

Figure 6
Number of Courses, 1986-91



Source: Saskatchewan Human Resources, Labour and Employment, Occupational Health and Safety Branch files.

Figure 7
Fatalities, 1986-91



Source: Saskatchewan Human Resources, Labour and Employment, Occupational Health and Safety Branch files.

The Occupational Health and Safety Council

The Occupational Health and Safety Council is established by the Lieutenant Governor in Council under Sections 9 and 10 of *The Occupational Health and Safety Act.*

The mandate of the council is to be concerned with occupational health and safety and give advice to the Minister.

The members of council during the 1990-91 year were:

Dr. Nestor Ficzycz, Chairperson
Marcel Goulard
Frank Hartman
Rick Lacroix
Ken Arnott
Fran Empringham
Gib Todd
Joanne Kerslake
Ken Brown
Robert Rowley*
Betty Abrey

* It is with deep regret that we record the subsequent death of Mr. Robert Rowley. Mr. Rowley played an important role in the proceedings of the committee and his expertise will be sadly missed.

During the year the council:

- recommended that proposed amendments to the *Mines Regulations*, developed in consultation with employers and labour, should be adopted;
- supported the need and process for amending sections of *The Occupational Health and Safety Regulations* concerning supervision in the oil well drilling and construction sectors, asbestos, noise, scaffolding and the use of cranes and hoists; and
- commenced a review of smoking in the workplace.

The Farm Safety Advisory Committee

The Farm Safety Advisory Committee was established in November 1990 in response to a recommendation of the Occupational Health and Safety Council.

The terms of reference for the committee include advising on the roles of the private sector and government and the development, delivery and funding of farm safety programs.

The members of the committee are:

Ron Gasper, Chairperson
Betty Abrey
Jim Bachorcik
Joe Klassen
Dave Marchinko
Ken Freethy
Eunice Taylor
Ann Staples
Ray Diduck
Richard Lindsay
Rod Chatterson
Marcella Kreese

The committee met on five occasions during the 1990-91 year to prepare a report for the Minister on the health and safety of farm people.

Support Services Branch

The Support Services Branch provides support services to the Department of Human Resources, Labour and Employment, the Women's Secretariat and the Indian and Metis Affairs Secretariat.

Human Resources Unit

The Human Resources Unit is responsible for human resources management and development services, including: administering collective agreements and benefits plans; coordinating recruitment and job evaluation activities; planning and coordinating training and development initiatives; coordinating work planning and review processes; developing personnel policies and systems; implementing employment fairness initiatives; and developing and maintaining personnel information systems.

Communications Unit

The Communications Unit is responsible for: developing communications plans with branches; establishing and maintaining approval and procedure systems; producing all internal and external print, audio-visual and display materials in cooperation with branches; and ensuring all communication media conform with the department mission.

Systems Unit

The Systems Unit is responsible for: planning and coordinating purchases of computer equipment and software; providing training and technical assistance to staff; and developing new computer systems and processes.

Financial Planning Unit

The Financial Planning Unit is responsible for: financial planning and budgeting; expenditure analysis and information; audit review; and special projects related to fiscal management.

Accounting Unit

The Accounting Unit is responsible for the daily accounting functions of the department including: processing invoices for payment; coordinating revenue and expenditure processing; developing improvements to the department accounting systems; and preparing financial statements and reports.

Administration Unit

The Administration Unit is responsible for: providing central coordination of purchasing, telephones, accommodation, furniture, government vehicles and parking; and plays a lead role in implementing environmental initiatives within the department.

Employment Opportunities Branch

The Employment Opportunities Branch was established to promote and enhance employment opportunities for Saskatchewan people. The branch is responsible for the development and coordination of provincial employment initiatives, and is involved in inter-departmental and inter-governmental forums dealing with labour market matters.

Branch personnel worked with representatives from other departments and agencies to ensure that major projects in Saskatchewan provided for the hiring of Saskatchewan people, particularly target group members.

The branch is also responsible for the delivery of the Opportunities student summer employment program.

The activities of the Employment Opportunities Branch are divided into three areas:

- Major Projects;
- Policy and Research; and
- Youth.

Major Projects Unit

The Major Projects Unit promotes the hiring of Saskatchewan residents and coordinates training and employment opportunities for members of identified target groups on major construction projects.

The staff worked with other government departments and industry representatives to assess training needs for skilled trades on the Shand Power Project, Millar Western Pulp Mill, Saskferco Fertilizer Plant and the Bi-Provincial Upgrader.

Policy and Research Unit

The Policy and Research Unit assists in the development, coordination and assessment of labour market information, policies and programs. In addition, the staff participate with other departments and governments in the formulation of labour market policies.

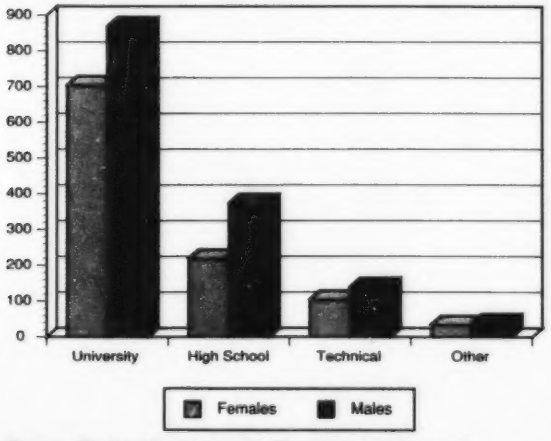
Projects included: an analysis of the Labour Force Development Strategy, a survey of employment in the Saskatchewan construction industry, a survey of training undertaken by Saskatchewan manufacturing firms and reviews of various training and employment programs. Issues concerning programs for older workers, apprenticeship and skill shortages were also addressed.

Youth Unit

The Youth Unit addresses problems young people have in finding employment. Programs and services are provided which enhance their employability and career development. The unit delivered the Opportunities '90 summer employment program. A total of $2.108 million was expended, creating 2,369 jobs. Of these, 1,721 were employed by Saskatchewan businesses, 539 were employed on Saskatchewan farms, and 109 students were employed in regional parks.

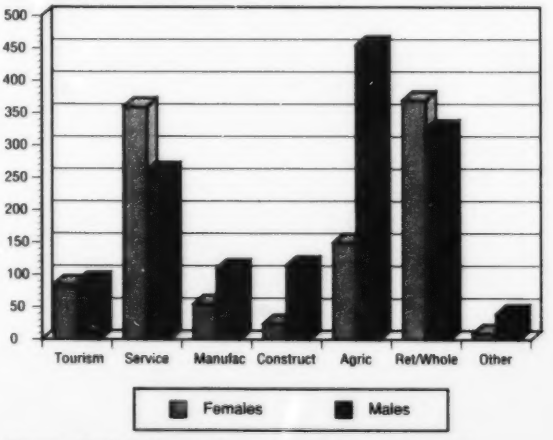
The educational level of student participants and the type of employment by industry sector are reflected in the following charts:

Figure 8
Educational level of Student Participants



Source: Saskatchewan Human Resources, Labour and Employment, Employment Opportunities Branch files.

Figure 9
Employment by Industry Sector



Source: Saskatchewan Human Resources, Labour and Employment, Employment Opportunities Branch files.

Immigration Services Unit

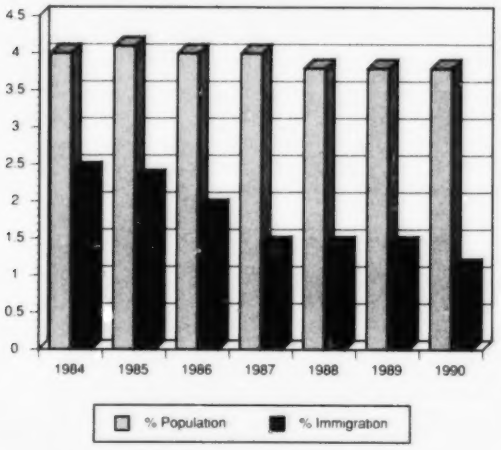
Effective January 1, 1991, the Immigration Services Unit was transferred from the former Department of Culture, Multiculturalism and Recreation to the Department of Human Resources, Labour and Employment. The unit was established in 1990. The objectives complement the government's economic strategy by addressing current and projected labour shortages unmet by the domestic supply, while maintaining long-term employment opportunities for Saskatchewan residents. Saskatchewan continued its commitment to the principles of humanitarian admissions and family reunification.

The year 1990-91 was dedicated to policy development and developing settlement strategies. The unit embarked on negotiations for a revised federal/provincial agreement to increase economic benefits from immigration and to ensure successful integration. In recent years, Saskatchewan has not experienced an immigration intake proportionate to our provincial population.

In co-operation with federal officials, a list of designated occupations with current and projected skill shortages specific to Saskatchewan was compiled. Immigrants who possess critical skills which are designated to be in short supply, and who are destined for Saskatchewan, will receive accelerated processing.

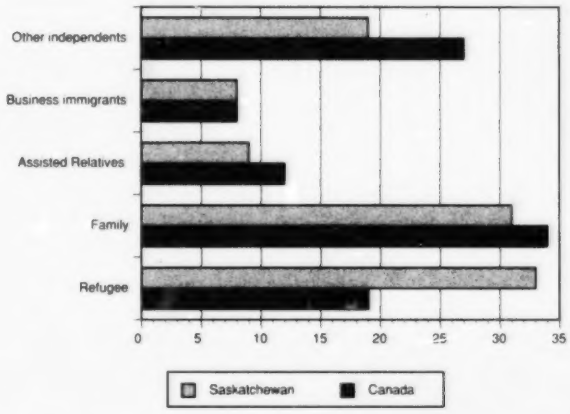
The International Assistance Program was established so that Saskatchewan people could contribute to the historic reforms taking place in Eastern Europe. A process for nominating a Special Advisor to Ukraine was initiated to facilitate the development of economic, professional, and business initiatives. Agricultural, economic and cultural exchanges were planned.

Figure 10
Sask/Canada Immigration Compared to Sask/Canada Population, 1984-90



Source: Employment and Immigration Canada

Figure 11
Immigration to Canada and Saskatchewan by Immigrant Class, 1990



Source: Employment and Immigration Canada

Disabilities Directorate

The Directorate provides:

- consultation and liaison with agencies, community groups, and individuals who represent and provide services to persons with disabilities;
- education and information services to promote awareness of, and offer assistance to government departments, agencies and persons with disabilities;
- research support and policy development;
- administrative support for the Premier's Disabled Persons Advisory Committee; and
- a window into government for persons with disabilities and other concerned parties.

Employment Services For Persons With Disabilities

The Employment Services for Persons with Disabilities was established in August 1988. The Directorate worked with the Employment Fairness Unit to provide assistance to government departments in the recruitment and employment of persons with disabilities. An inventory of qualified persons with disabilities seeking employment within the public service was maintained to facilitate the recruitment process.

Transit Assistance For The Disabled Program

This program provides financial assistance to urban and rural municipalities for transportation for disabled citizens and others who are unable to use regular public transit. This program was transferred in January 1991, to Saskatchewan Community Services.

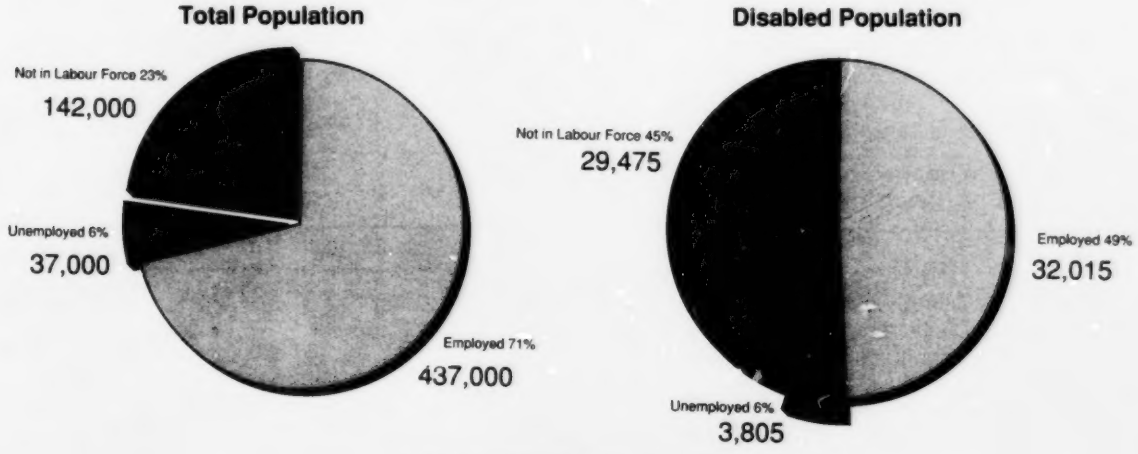
Premier's Disabled Persons Advisory Committee

The Premier's Disabled Persons Advisory Committee was established in June 1989.

This committee provides advice and guidance to the Premier concerning government policies and programs that affect persons with disabilities. The committee also identifies issues, policies, programs and procedures which require additional research and analysis concerning their impact on persons with disabilities.

The committee has 13 members from across the province appointed for a one year term who represent a variety of occupations and backgrounds.

Figure 12
Selected Labour Force Characteristics Total and Disabled Population, 1986, Age Group 15 to 64



616,000	**Population**	**62,295**
76.9%	**Participation Rate**	**54.9%**
7.8%	**Unemployment Rate**	**10.6%**

Source: Statistics Canada

Employment Fairness Unit

The Employment Fairness Unit ensures that the targeted groups of women, persons of Native ancestry and persons with disabilities are treated fairly with respect to employment within the public service by:

- coordinating, planning and policy development for provincial employment fairness initiatives;
- consulting with unions, as well as other organizations and interest groups, to facilitate employment fairness initiatives;
- assisting government departments and agencies in developing and implementing employment fairness programs;
- providing advisory and information services to departments in support of employment fairness; and
- developing and implementing data collection, evaluation and reporting mechanisms.

The government and both public sector unions work together to implement three employment fairness plans for out-of-scope, Saskatchewan Government Employees' Union and Canadian Union of Public Employees Local 600 employees.

Highlights of 1990-91 employment fairness activities include:

- **The Saskatchewan Human Rights Code** was amended to include mental disability as a protected category. The government, in consultation with the unions, voluntary groups and interested parties, developed a strategy to include persons with mental disabilities as part of the disabled target group.
- A part of the strategy included the revision of the workforce survey form which permits employees to self-identify. The revised survey form, which clarifies the term "disability" for self-declaration purposes, has been distributed to departments for implementation.
- Public service job advertisements included a statement regarding the government's commitment to employment fairness and encouraged target group members to apply.
- The government's long-term goals for employment fairness targets were prepared and submitted to the Saskatchewan Human Rights Commission, as a term and condition of approval of the employment fairness plans.
- A total of 25 departments and agencies developed and implemented employment fairness activities during 1990-91.

The Employment Fairness Unit made presentations and conducted workshops on employment fairness, worked with unions to implement and monitor employment fairness plans, assisted departments and non-government agencies in support of initiatives in the public service, collected statistical data on goals and achievements, and compiled the Employment Fairness Annual Report for 1990-91.

Special employment fairness activities initiated in the public service included: advertising and promotion, recruitment and selection, staff development, education and awareness, and accommodating disabilities. In addition, renovations continue to be made in government-owned and leased buildings to make them accessible to persons with disabilities.

Table 6 provides information concerning target group representation in the public service.

Table 6
Target Group Representation in the Public Service
March 1987 to March 1991

	March-87	March-88	March-89	March-90	March-91
Persons of Native Ancestry	4.8%	4.5%	*2.9%	*3.0%	*2.9%
Persons with Disabilities	1.2%	0.9%	*2.3%	*2.3%	*2.3%
Women in Management**	17.5%	23.1%	24.0%	25.0%	26.1%
Women in Other Non-Traditional Occupations*** .	8.7%	11.0%	18.1%	18.5%	19.3%
Women in Government	N/A	48.6%	53.2%	54.1%	54.2%

** Figures are based upon self-identification; earlier figures include other means of identification.*
*** Management includes all levels of the Management and Professional Classification Plan.*
**** Non-traditional occupations are defined as those which have fewer than 30% of the positions occupied by women along with appropriate related classifications.*
Source: Unpublished data, Human Resources System, Public Service Commission

Pension Benefits Branch

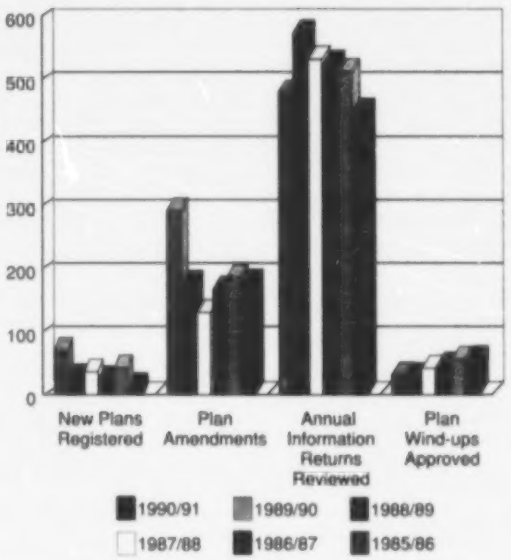
The Pension Benefits Branch has the following specific functions:

- administer *The Pension Benefits Act* and regulations;
- advise the government with regard to retirement income matters;
- develop pension policy and program alternatives;
- prepare pension legislation and regulations;
- participate in intergovernmental discussions and negotiations on pension matters;
- consult with interest groups on pension issues; and
- prepare and distribute information and educational materials.

Table 7 illustrates some features of the public and private sector pension plan membership in Saskatchewan. The table includes some statutory public pension plans not subject to *The Pension Benefits Act*.

Figure 13 is a graphical representation of the branch's regulatory activities over a six year period ending March 31, 1991. Shown are registrations, annual information returns and plan wind-ups.

Figure 13
Six Year Statistical Review of Registration, Reporting and Plan Wind-ups
March 31, 1991



Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch files.

Table 7
Selected Features of Pension Plan Membership by Sector, Contributory Status and Sex, March 31, 1991

Sector	Total	Male	Female
Both sectors	162,120	89,798	72,322
Contributory	133,131	68,152	64,979
Non-contributory	28,989	21,646	7,343
Public sector	93,406	44,208	49,198
Contributory	93,291	44,094	49,197
Non-contributory	115	114	1
Private sector	68,714	45,590	23,124
Contributory	39,840	24,058	15,782
Non-contributory	28,874	21,532	7,342

Source: Saskatchewan Human Resources, Labour and Employment, Pension Benefits Branch files.

Minimum Wage Board

The Minimum Wage Board is established under *The Labour Standards Act* and may make recommendations to the Lieutenant Governor in Council on matters such as the minimum wage, employee room and board charges, and the minimum age of employment in certain industries.

Board members for the year were:

Ms. Mary Rocan, Chairperson, Regina
Mrs. Elsie Hannon, Saskatoon
Mr. T.D. Mills, Regina
Mr. Phil Walker, Saskatoon
Ms. Mona Selanders, Moose Jaw

Minimum Wage Board Orders

In the 1990-91 fiscal year, the Minimum Wage Board recommended an increase in the minimum wage to $5.00/hour, effective July 1, 1990.

The provisions of the Minimum Wage Board Orders in force during the fiscal year 1990-91 are summarized in Table 8.

Table 8
Minimum Wage Board Orders in Force During 1990-91

Order	Applicable to	Minimum Wage Board Order Provisions
1989	All employers and employees	The minimum wage is $5.00 effective July 1,1990. Every employee, other than a school student in regular attendance during the school term, a janitor, a noon-hour supervisor, a school bus driver, a caretaker, or a building cleaner, who is required to report for duty, other than for overtime, shall be paid a minimum sum of $15.00 commencing July 1, 1990, whether or not he or she is required to be on duty for three hours on that occasion.
No. 2	Hotels, restaurants, educational institutions, hospitals and nursing homes	Employers must provide certain benefits to employees with respect to working shifts, transportation for female employees, uniforms, meal periods, and meal charges.
No. 3	All employers and employees	Employers must deliver to each employee a detailed statement of earnings and deductions with each wage payment.

Source: The Minimum Wage Board Order, 1989 and The Minimum Wage Amendment Order, 1990.

Appendix

Legislation Administered by

Saskatchewan Human Resources, Labour and Employment

The Building Trades Protection Act
The Employment Agencies Act
The Fire Departments Platoon Act
The Human Resources, Labour and Employment Act
The Labour Management Disputes (Temporary Provisions) Act
The Labour Standards Act
The Occupational Health and Safety Act
The Pension Benefits Act
The Radiation Health and Safety Act, 1985
The Trade Union Act
The Victims of Workplace Injuries Day of Mourning Act
The Wages Recovery Act
The Warehousemen's Lien Act